

<b>COURT SECURITY FUND</b>	<b>APPLICATION SUBMISSION CHECKLIST</b>
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Before submitting the application, indicate that the following has been completed by checking the boxes below:

- ☐ New or Existing Applicant
- ☐ Applicant has been listed as the County Commission.
- ☐ Authorized Official (County Commission President) has signed page 1. Those pages with ORIGINAL SIGNATURES must be returned with the application to this office.
- ☐ Math has been double-checked, is accurate and rounded to the nearest whole dollar.
- ☐ Page 2 includes a detailed listing of items requested (not just a lump sum)
- ☐ Format of the project description (page 6) must follow the Court Security Plan outline shown on page 5 of the application and is as detailed as possible.
- ☐ Illustrated layout of Court Facilities.
- ☐ Manpower Resolution.
- ☐ Meeting of county officials to assess the security issues PRIOR to the writing of application.
- ☐ Invitation to the county officials to attend the mandatory meeting
  - ☐ sent 7 days in advance OR a signed waiver of the 7 day notice.
- ☐ Meeting minutes.
- ☐ Application Addresses the most recent Court Security Audit. (A copy of this audit can be obtained from Arthur Angus, Director of Court Security with the WV Supreme Court of Appeals (304)558-0145.)
- ☐ Letters of Comment from:
  - ☐ Chief Circuit Judge
  - ☐ Family Court Judge
  - ☐ Circuit Clerk
  - ☐ County Sheriff
  - ☐ Prosecuting Attorney
  - ☐ Chief Magistrate